

Creating Desktop Shortcuts

There are **dangers** in saving files directly to your desktop for easy retrieval. At a minimum if your profile is ever damaged, you may lose all of the files. It is **strongly suggested** to get in the habit of saving files to your U:\ drive (My Documents) and creating **shortcuts** to those files on the desktop. Shortcuts are small in file size and easy to replace.

Move files off the desktop

This job aid will show you how to move whole files off the desktop to your U:\ drive (My Documents). You should perform this function prior to attempting to create a shortcut to the file(s).

Step	Action
1.	Right click once on the file to be moved off the desktop.
2.	Trace to and click on Cut
3.	Navigate to your U:/ drive . The most common way to navigate to the U:/ drive is via the My Documents Icon located on the desktop.
4.	Once at the U:/ drive (My Documents), from the Edit menu, chooses Paste .

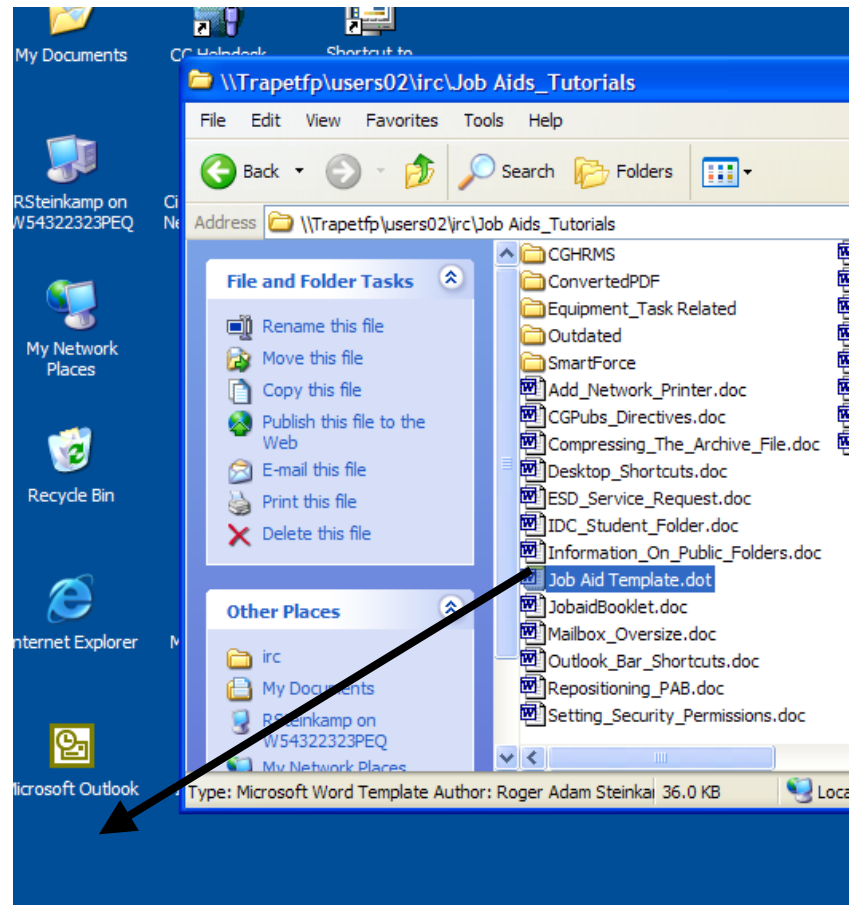
Creating shortcuts on the desktop

This job aid will show you how to create a shortcut on the desktop, to commonly used files or folders on your U:\ drive (My Documents) or any other location.

Step	Action						
1.	Navigate to your U:/ drive or other file location. The most common way to navigate to the U:/ drive is via the My Documents Icon on the Desktop.						
2.	Right click on the file that you want to create a shortcut to, and trace to Send To...						
3.	Select Desktop As Shortcut .						
4.	<table border="1"> <tr> <th>If...</th><th>Then.</th></tr> <tr> <td>The Desktop As Shortcut option is not available...</td><td>Continue to the next step.</td></tr> <tr> <td>The Desktop As Shortcut option was available....</td><td>The task is completed. Stop Here.</td></tr> </table>	If...	Then.	The Desktop As Shortcut option is not available...	Continue to the next step.	The Desktop As Shortcut option was available....	The task is completed. Stop Here.
If...	Then.						
The Desktop As Shortcut option is not available...	Continue to the next step.						
The Desktop As Shortcut option was available....	The task is completed. Stop Here.						
5.	Ensure you can see both your desktop and the folder or file you						



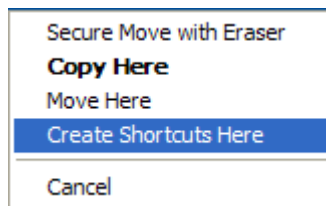
are working with. You may need to resize (restore down) the window to do this by clicking the restore down icon in the upper right corner of the window.



6. Right click on the file or folder you want to move and HOLD THE MOUSE BUTTON DOWN.

7. **Drag** the icon out to the desktop and then release the mouse button.

8. Click **Create Shortcut Here...**



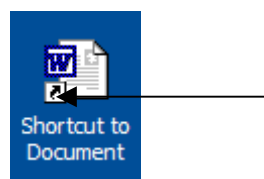
WARNING: You must insure you have a shortcut and not a

copy of the file or folder. If you have a copy of the file, delete the icon from your desktop and try again.

WRONG



CORRECT



A shortcut has a small arrow in the lower left corner of the icon. A copy of a file does not.

Delete a Desktop Icon

This job aid will show you how to delete an icon from the Desktop.

Step	Action
1.	Right click once on the icon to be deleted off the desktop.
2.	Trace to and click on Delete .